

441—165.8(217) Grantee responsibilities.

165.8(1) *Records.* The grantee shall maintain records which include, but are not limited to:

- a.* Specific client information.
- b.* Specific services provided.
- c.* Fiscal records of expenditures.
- d.* Any other specific records as may be determined necessary by the department of human rights, to the overall evaluation of the project.
- e.* In lieu of disposition of family records, such records shall be transferred to the department of human rights.

165.8(2) *Reports.*

- a.* Grantees shall complete Form 379-4103, Monthly Funding Request and Expenditure Report, that includes, but is not limited to, the state grant dollars expended as they relate to each line item in the budget.
- b.* Grantees shall complete Form 379-4201, Quarterly Activities Report, that includes, but is not limited to:
 - (1) The number of clients served and the services provided.
 - (2) A list of planned goals and activities and progress toward goals completed on schedule.
 - (3) Any general comments on the progress of the program.